

CRIMINAL INTELLIGENCE ANALYST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work involving the collection, computation, analysis, and summarization of information about crimes, suspects, and victims. The employee in this class performs crime research in support of the operations of the Criminal Investigation Division including the preparation and maintenance of comprehensive and detailed reports and records. The employee of this class works with little supervision and reports to and has work reviewed by the Police Lieutenant over the Criminal Investigation Division.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares, analyzes, and disseminates information relevant to actual and anticipated criminal activity utilizing modern research methods including research design, statistical analysis, trends and patterns, victim and suspect profiling, and other quantitative research techniques. Applies knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from various software programs, and databases. Prepares narrative statements summarizing retrieved information.

Participates in field investigations by interpreting police reports, computerized data, and offender profiles. Profiles suspects and victims by compiling photographs, fingerprints, previous and current addresses and phone numbers, employment and financial records, tattoos, aliases, and any other pertinent information; maintains department database on compiled information. Creates detailed time-line on suspect's personal history and criminal activity.

Maintains database on prisoners incarcerated, released, and displaced with information containing crime, time served, visitors, release date, and any related information. Composes preliminary reports for review by criminal investigators. Prepares monthly and

quarterly reports documenting the statistics of the various areas of the Criminal Investigation Division. Reviews cold case or unsolved crime reports and communicates any new information or possible new links to detectives.

Works effectively to promote the exchange of information internally within the department; develops and maintains effective liaison with state and local law enforcement agencies to exchange intelligence information. Prepares graphic displays including charts, maps, and related materials to make effective presentations. Attends conferences, conventions, and other educational meetings as required. Assists the department with the maintenance of grants relating to criminal investigations.

Assists in the maintenance of software contracts and passwords for various programs used in the division. Meets with sales representatives of software companies to obtain information on updates on software, and makes recommendations on the purchase of new software programs.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least two (2) years experience in criminal justice, law enforcement or a related field involving research, compilation and analysis of criminal activities.

BR	05-18-08
REV	04-02-09
	04-21-11
	05-15-14